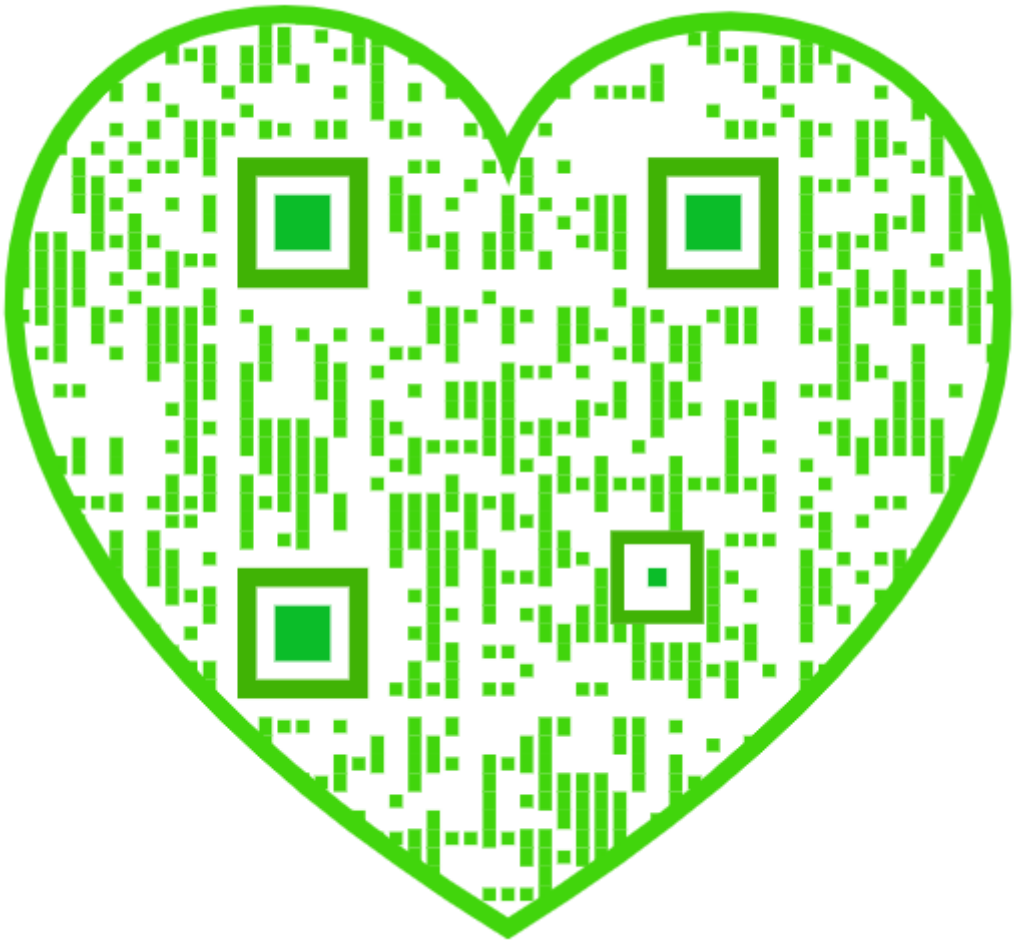
Z
56
.C575



Class Z 56

Book .C575

Copyright No.

COPYRIGHT DEPOSIT.

CHURCHILL SHORTHAND MANUAL

CHURCHILL SHORTHAND CO.
(Not Incorporated)
George T. Churchill, Manager
CHICAGO HEIGHTS, ILL.

Z56
.L575

Copyrighted 1917
Copyrighted 1918
by
George T. Churchill

OCT 16 1918
©CL.A506210

no 1

Page

PREFACE VI
COMPLETE ALPHABET VII
TO THE STUDENT VIII

LESSON ONE
T, D, R, L, M, K, G 1
A, E, I, ... 1
Rules for joining circle vowels 1
General Exercise 2

LESSON TWO
Word-signs 4
Punctuation 4
Writing Exercise 5

LESSON THREE
SH, CH, J, P, B, F, V 6
U, EW, OO (O as in DO) 6
U joined to consonants 6
General Exercise 7

LESSON FOUR
Phrasing 9
Writing Exercise 10

LESSON FIVE
TH, O, AW 11
Diacritical Markings 11
O, and Circle Vowel Joinings 11
General Exercise 12

LESSON SIX
HE, IF, ABOVE, OVER, UNDER 14
IF and HE in phrases 14
ABOVE, OVER, UNDER, in compound words 15
Simple Phrases 15
Writing Exercise 16

LESSON SEVEN
N 17
S 18
SES, ZES 18
General Exercise 18

LESSON EIGHT
AS, NO, NOT, Rules for Phrasing 21
TO omitted after ABLE 21
List of Word-signs and Phrases 21
Writing Exercise 22

LESSON NINE
W joined to vowels 23
WH 23
W omitted 24
Y joined to vowels 24
Diphthongs and Vowel Combinations 25

LESSON TEN
Salutations and Complimentary Closings 27
Writing Exercise, Business Letters 28

LESSON ELEVEN
Omission of Vowels 30
General Exercise 31

LESSON TWELVE
Contractions, the first two elements 34
OF THE omitted 35
TO in Phrasing 25
Contracted Phrasing 36
Writing Exercise 37

LESSON THIRTEEN
Omission of Consonants 39
General Exercise 43

LESSON FOURTEEN
Contractions made from first three elements....44
Contracted Phrasing 45
Writing Exercise 46

LESSON FIFTEEN
Syllabic Strokes 48
Penmanship Exercise 48
General Exercise 49

LESSON SIXTEEN
Contractions Without Vowels 53
Syllabic Phrasing 54
Contract Phrasing 55
Writing Exercise 56

LESSON SEVENTEEN
Joined Prefixes 59
Disjoined Prefixes 61
Prefixes Compounded 62
Positive and Negative Words 63

LESSON EIGHTEEN
Miscellaneous Contractions 64
Phrases with ABOVE, OVER and UNDER 66
Contracted Phrasing 66
Writing Exercises 67

LESSON NINETEEN
Joined Suffixes 70
Disjoined Suffixes 73
TY, ITY, ETY, ERTY, LTY 75
ING, ONG 75
Suffixes Compounded 75
ING in the Body of Words 76

LESSON TWENTY
Compound Words 77
Omitting ING in Phrasing 78
Contracted Phrasing 78
Writing Exercise 81

SUPPLEMENT
Miscellaneous Suggestions 84
Numeral Expressions 84
Days of the Week 85
Months of the Year 85
Points of the Compass 85
States and Territories 86
Large Cities 87
Supplementary Exercises 89
List of Useful Words 97

PREFACE

Churchill Shorthand is the first and only system where every alphabetic stroke (D is an exception, though it is a cognate of T) is taken directly from the same letter in longhand. This feature, however, would mean but little were it not for the fact that it gives to the system decided advantages.

Examine the alphabet given on the next page. The prevailing strokes are made with an up and down motion. The horizontal strokes are short, and the hand is not thrown out of balance and slowed down in making outlines composed of horizontal and reverse movements. All strokes are quickly made and they join easily with others.

The present newly revised text-book is different from any other published. It has been so arranged that the shorthand notes are always near the printed matter, thus making it possible for the student to do more practicing in the same length of time.

Allow a student to form his own outlines from the printed matter and the chances are that he will get many of them wrong. A bad impression is hard to correct and often causes trouble for years.

Shorthand is like our ordinary penmanship in so far as it should be practiced from perfect copies. No one would think of practicing penmanship from printed matter. Every expert shorthand writer in handing down advice always states emphatically that shorthand should be practiced from correctly made shorthand notes.

The student will get all the outline formation that he can well handle at the time he is receiving dictation, and this is the proper time for this line of work.

It will be noticed that the lines of writing are of the same length as those used by expert shorthand writers, thus instilling correct habits in attaining speed while the student is learning the system.

There are supplementary reading and writing exercises prepared for each practice lesson which are not keyed. They will be found in the back of the book, and the teacher may use them at his pleasure.

GEORGE T. CHURCHILL, Author.

COMPLETE ALPHABET

T D H A O

R Th E o

L Ted Ded I o

M Rel O u

K Nt Nd U n

G Tem Dem We

Sh Ten Den Wa

Ch Ter Der Wo

J Tel Del Wu

P Mn Oe Oi

B Def Dev Ow Ou

F Ker Oa

V Kel Eo

N ken Ao

S Kens Ae Ai Ea Ei Ie

TO THE STUDENT

Learn to write with both a pen and a pencil. Always keep the pencil well sharpened. Practice work should be done as much as possible with a pen. A rather fine pointed fountain pen is often more convenient than a steel pen. Use the same position and freedom of movement as was learned in the penmanship class.

Remember to make the outlines perfectly from the start, and speak the outline or stroke as it is written. Progress will be more rapid if this advice is followed to the letter.

Practice all parts of the lesson over at least ten times. Then cover the shorthand and write from the printed words. If the effort is not as good as the copy, keep trying until this result is obtained.

In making M, be sure to write it horizontally.

Correct: m, mate, mile.

Incorrect:

Use care in writing K. In starting this stroke it should be traced slightly downwards.

Correct: k, Kate, kill.

Incorrect;

Note carefully the correct form for G.

Correct: g, get, gate.

Incorrect:

Do not curve the straight strokes.

Correct: late, lake, dale.

Incorrect:

LESSON ONE

1. Practice this section of the alphabet until it can e written from memory. Write these strokes from ɛft to right. Note that —— *D* and ⟋ *L* are wice as long as — *T* and ⟋ *R*.

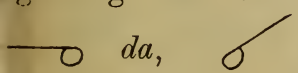
T D R L M K G

2. *A* is represented by a large circle, and *E* or *I* y a small circle. *I* should be dotted.

A E I

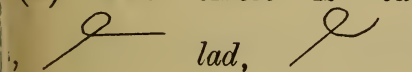
3. Omit silent letters; as, *day*, *d-a; might*, *m-i-t.*

4. Turn the circle vowels to the right at the ɛginning and at the end of straight strokes; as,



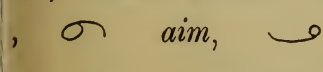
da, *al.*

(a) The circle is turned outside of angles;



lad, *lake.*

(b) The circle is written inside of curves;

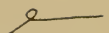
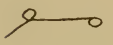
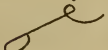
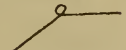
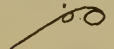
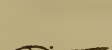
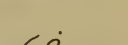


aim, *key.*

5. Two ticks may be placed under proper ɪmes; as, *Kate.*

GENERAL EXERCISE

tea	t e		tame	t a m	
tie	t i		team	t e m	
die	d i		deem	d e m	
day	d a		dime	d i m	
me	m e		tack	t a k	
my	m i		tick	t i k	
eat	e t		Dick	d i k	
ate	a t		rake	r a k	
key	k e		ream	r e m	
ache	a k		lame	l a m	
aim	a m		limb	l i m	
mate	m a t		rate	r a t	
meet	m e t		write	r i t	
might	m i t		raid	r a d	
cat	k a t		ride	r i d	
Kate	k a t		laid	l a d	
kill	k i l		lady	l a d i	

lie	l i		read	r e d	
lay	l a		ready	r e d i	
ail	a l		rhyme	r i m	
leak	l e k		racket	r a k e t	
like	l i k		air	a r	
alike	a l i k		aright	a r i t	
lake	l a k		arc	a r k	
lead	l e d		arcade	a r k a d	
light	l i t		tile	t i l	
alight	a l i t		tale	t a l	
Lima	l i m a		tight	t i t	
mere	m e r		tied	t i d	
mile	m i l		deed	d e d	
Millie	m i l i		gay	g a	
Myra	m i r a		get	g e t	
meal	m e l		gate	g a t	
amid	a m i d		giddy	g i d i	
rye	r i		rig	r i g	

LESSON TWO

WORD-SIGNS

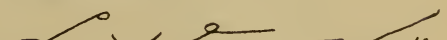
6. A word-sign is a single element representing one or more words. Care should be exercised in making the word-signs perfectly, and they should be thoroughly committed to memory. Two, and sometimes three, words are represented by the same sign, but context will always give the right usage. The word-signs, *the* and *thank*, are made in an inclined direction. *And* may be placed under the line if the writer desires this more definite distinction.

the thank		am may more	
at it		can	
would defendant		go ago good	
are our		able after avenue	
well will		a an and	.

7. Punctuation: *Period*, *Paragraph*, *Hyphen*. Other punctuation may be used as in longhand.

WRITING EXERCISE

Dick may eat the meat.

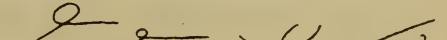
Millie can read it well. 

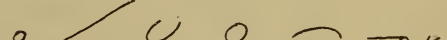
I might deem it a good

deed. The defendant will

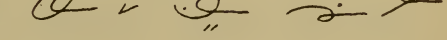
go a mile. Our cat will

kill the rat. Lida may

get a good cake. Can the 

lad read the good tale? 

I will go after more tea.

Mary would read at the 

gate. Kate might write

and thank Ella. I will

get the rake. Emma may

go and get Emily the key.

LESSON THREE

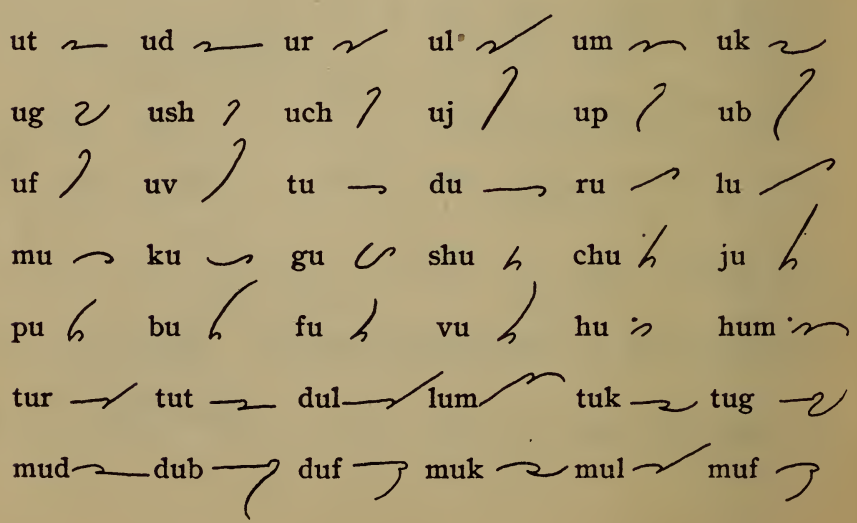
DOWNWARD STROKES

SH CH J P B F V

8. *H* is represented by a dot which is placed before and above the vowel; as, *had.*

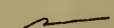
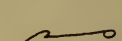
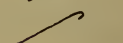
U EW OO O (As in *wool* and in *do.*)

9. Illustrations showing how *U* is joined to the various consonants. To be used as a penmanship exercise.


ut ud ur ul um uk
ug ush uch uj up ub
uf uv tu du ru lu
mu ku gu shu chu ju
pu bu fu vu hu hum
tur tut dul lum tuk tug
mud dub duf muk mul muf

GENERAL EXERCISE

you	u		puff	p u f	
who	h u		up	u p	
whom	h u m		bud	b u d	
hut	h u t		bush	b u sh	
hook	h u k		bug	b u g	
hug	h u g		budge	b u j	
urge	u r j		bulk	b u lk	
shoe	sh u		buff	b u f	
shoot	sh u t		hub	h u b	
hush	h u sh		tube	t u b	
chew	ch u		few	f u	
jute	j u t		foot	f u t	
jewel	j u l		food	f u d	
jug	j u g		fool	f u l	
pew	p u		flood	fl u d	
pure	p u r		flute	fl u t	
pull	p u l		fruit	fr u t	

view	v u		dove	d o v	
tough	t u f		dull	d u l	
mute	m u t		rut	r u t	
mood	m u d		rude	r u d	
muff	m u f		ruddy	r u d i	
muffle	m u fl		rule	r u l	
mug	m u g		room	r u m	
mule	m u l		rough	r u f	
to	t u		ruffle	r u fl	
tuck	t u k		lieu	l u	
tug	t u g		loom	l u m	
tomb	t u m		luck	l u k	
tour	t u r		lucky	l u k i	
turkey	t u rk i		love	l u v	
tool	t u l		cue	k u	
do	d u		cool	k u l	
doom	d u m		cup	k u p	
duck	d u k		cuff	k u f	

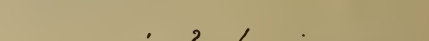
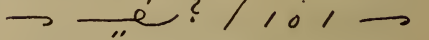
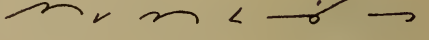
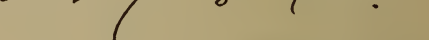
LESSON FOUR

10. PHRASING. A shorthand phrase represents two or more words joined. Well selected phrases are an aid in securing ease and rapidity in reading and writing.

WORD-SIGNS AND PHRASES

ship short should		judge the	
which change		change the	
judge		may have	
charge		are you-r	
put prompt		will you-r	
be been but		for you-r	
for		for the	
have		have the	
your		have you-r	
to you-r		which you-r	
do you-r		would you-r	
you may		to the	
ship the		you have	
I am		you have been	

WRITING EXERCISE

I am here for a day. She may
be more prompt. Will you write
to Dick? Which should I ship to
you? The judge may have the 
room. You may ship the tile to 
him. You have been here but an
hour. Are you to write for your
team? You may have to change
the rule. Write to the judge for
the fruit. Ship the food which 
you may have. It may be too
short for the gate. It would be
well for her to put it here. Will 
you go to the mill for the rye?

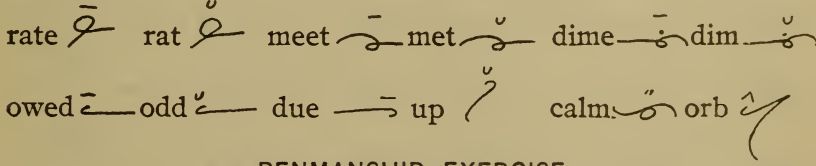
LESSON FIVE

TH O AW A (As in *was*)

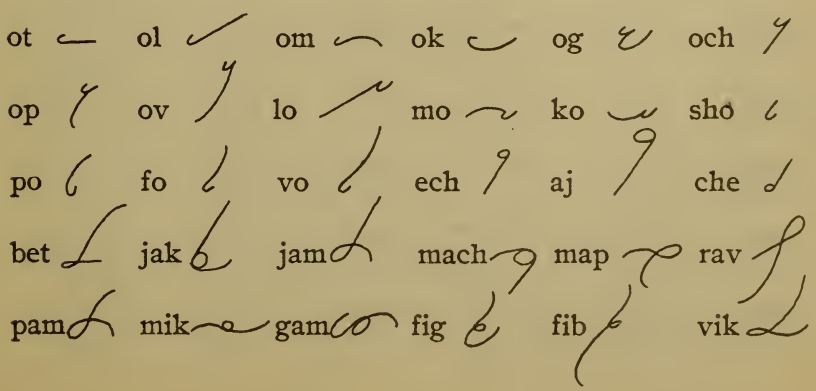
11. *Th* should be a mere tick. The dot is seldom written in practice but the beginner should use it.

12. *Aw* has the same sound as *O* in *orb* or *bought*. *A* as in *want*, *what*, *watch*, *was*, *wash* and *yacht*, has the sound of *O* as in *not*. Use the character for *O* to represent the above sounds of *A*.

13. Should occasion make it desirable to distinguish between different sounds, represented by the same character, diacritical markings may be used. The following illustrations are those found in Webster's dictionary.



PENMANSHIP EXERCISE



GENERAL EXERCISE

though	th o		roam	r o m	
thought	th o t		rock	r o k	
ought	o t		rogue	r o g	
talk	t o k		rope	r o p	
tore	t o r		rob	r o b	
tall	t o l		rove	r o v	
top	t o p		or	o r	
dough	d o		low	l o	
dot	d o t		lot	l o t	
door	d o r		load	l o d	
doll	d o l		lock	l o k	
dog	d o g		log	l o g	
dock	d o k		lodge	l o j	
owed	o d		loaf	l o f	
wrote	r o t		mode	m o d	
rode	r o d		mock	m o k	
roll	r o l		mop	m o p	

mob	m o b	joke	j o k
home	h o m	Jove	j o v
coat	k o t	job	j o b
code	k o d	Paul	p o l
corps	k o r	poke	p o k
coal	k o l	hope	h o p
comb	k o m	beau	b o
coach	k o ch	both	b o th
oak	o k	boat	b o t
goat	g o t	bowl	b o l
goal	g o l	balk	b o k
show	sh o	botch	b o ch
shot	sh o t	foe	f o
shock	sh o k	flow	fl o
shop	sh o p	flock	fl o k
choke	ch o k	floor	fl o r
chop	ch o p	off	o f
Joe	j o	vote	v o t

LESSON SIX

WORD-SIGNS

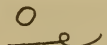
14. *He*, *if*, *above*, *over*, and *under* are placed the height of an *F-stroke* above the line.

thing think		if	
of oblige		above	
all object		over	
he		under	

15. *If* and *he* may be omitted in phrasing and their presence indicated by placing the following word at the height of an *F-stroke* above the line.

if the		he may	
if it		he would	
if a		he would go	
if all		he can	
if you-r		he can go	
if our		he will	
if you can		he will be	

16. In compound words, *above*, *over* and *under* are placed above the remaining portion of the word.

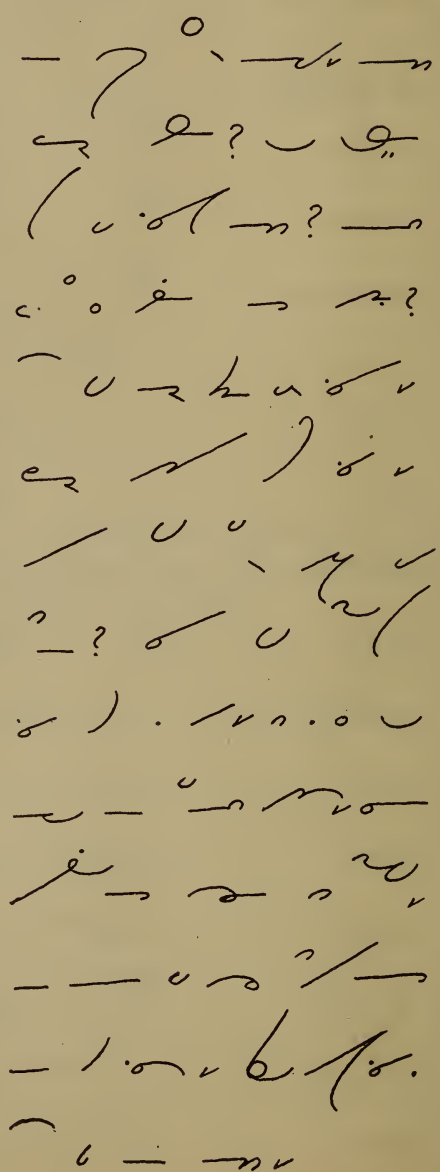
abovedeck		overrate	
overdo		underdo	
overpay		underrate	
overreach		undergo	

SIMPLE PHRASES

of the		to it	
of it		to think	
of which		to you	
of all		do you	
of-oblige you		I think	
of our		I can	
all of		I may	
all day		I will	
all right		I should	
you think		I object	
can the		I object to the	

WRITING EXERCISE

It may be above the door. Do you object to the rate? Can Kate be of help to you? Would you object if I write to Ruth? He may go to the foot of the hill. I object to the rule you have here. Will he go over the rope or under it? I will go if you can be here for an hour. You and I can talk it over at your room. I would like to meet you if you can go. It would oblige me if you will do it for him. Jack will be here and he may show it to you.



LESSON SEVEN

N or N (Written up)

17. The two forms are known as *First N* and *Second N*. *Second N* is usually written after *G*, *K* and *O*. In other cases *First N* is used. The word *On* is written with *First N* for the sake of distinction.

GENERAL EXERCISE

knee	n e		nut	n u t	
night	n i t		ten	t e n	
neat	n e t		on	o n	
men	m e n		own	o n	
tine	t i n		pawn	p o n	
mine	m i n		tone	t o n	
tiny	t i n i		loan	l o n	
tank	t a nk		gone	g o n	
no	n o		shown	sh o n	
note	n o t		phone	f o n	
new	n u		known	n o n	

S or S (Written down)

( )

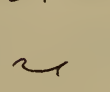
18. The two forms of *S* are known as *First S* and *Second S*. Use *First S* before and after *P*, *B*, *K*, and *G*, and after *Th*, *T*, *D*, *R*, *L*, and *O;* as, *spes*, *des*, *sgs*, *segs*, *sek*, *kes*. In practically all other cases *Second S* is used. Note that before *K* and after *M*, *S* forms as a large hook; as, *sk*, *ms*. *SES* an *ZES* are made by joining the two forms of *S* as a blend, struck in either direction as most convenient; as, *pieces*, *roses*.

19. The base of the first stroke of a word rests on the line with the exception of *S* when attached to a downward stroke; as, *safe*, *sofa*.

GENERAL EXERCISE

see	s e		sale	s a l	
say	s a		safe	s a f	
set	s e t		save	s a v	
same	s a m		so	s o	
sell	s e l		sown	s o n	

socket	s o k e t	spot	sp o t
soft	s o ft	spool	sp u l
soap	s o p	spade	sp a d
sought	s o t	speck	sp e k
sees	s e s	sip	s i p
fees	f e s	sap	s a p
vase	v a s	sag	s a g
chess	ch e s	signet	s i g n e t
hitches	h i chs	skip	sk i p
dens	d e ns	scorn	sk o rn
nice	n i s	skill	sk i l
teams	t e ms	scare	sk a r
seems	s e ms	scale	sk a l
us use	u s	seek	s e k
views	v u s	sick	s i k
muffs	m u fs	sack	s a k
lose	l u s	sets	s e ts
visit	v i s i t	stays	st a s

piece	p e s		tacks	t a ks	
these	th e s		picks	p i ks	
case	k a s		lax	l a ks	
skips	s k i ps		packs	p a ks	
nets	n e ts		ceases	s e s s	
sells	s e l s		passes	p a s s	
raise	r a s		bases	b a s s	
cheats	ch e ts		races	r a s s	
maps	m a ps		rises	r i s s	
fits	f i ts		leases	l e s s	
hooks	h u ks		laces	l a s s	
figs	f i gs		pieces	p e s s	
begs	b e gs		faces	f a s s	
tools	t u ls		roses	r o s s	
nose	n o s		losses	l o s s	
notice	n o t i s		loses	l u s s	
mops	m o ps		pauses	p o s s	
box	b o ks		tosses	t o s s	

LESSON EIGHT

20. *As* and *no* may be written in a phrase without the vowel. *Not*, after *D*, *M*, and *First S*, may be written with *First N*. *To* may be omitted after *able*.

WORD-SIGNS AND PHRASES

is-his		at which	
in		at your	
enter		have no	
not		have not	
am not		have it	
as good as		has been	
as well as		it has been	
as the		I would	
as it		I would not	
as it is		is not	
as it has		is his	
as to		in his	
as our		will be able-to	

WRITING EXERCISE

I would like a load of coal.

May I show you the lot? All of

us will go to see the races. He

may object if you put it on the

scale. John may be able to ride

in his new boat. You may ship

me the coal if you have it. She

will not see him after the game.

Will you not be at your office in

an hour? The box of goods will

be left at the mill. Dick shot the

dove as it flew above us. I think

you may be late for the boat. The

object of his visit is not known to

us. Will he be able to get it?

LESSON NINE

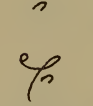
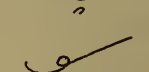
21. *W* is represented by *U*. In spelling by sound, *W* is followed by a vowel, while *U* is followed by a consonant. Bring the circle vowels well below the hook; as, *we*, *wa*. *W*, when joined to *O* and *U*, should be written on a line with them; as, *wo*, *wu*.

we		wire	
weave		wife	
way		weep	
wave		woe	
wait		wash	
wade		watch	
weed		woke	
widow		woo	
willow		wool	

22. *Wh* is represented by placing the dot for *H* before and above the character.

wheat		whack	
wheel		whim	
whale		whiff	
whistle		whip	

23. For the purpose of more easily formed outlines, *W* may be disjoined, and the advanced writer often omits it.

quote		twine	
quick		dwell	
equip		quell	
quite		quack	

24. *W* is never written with the following words:

when		with	
week		one	
were		what	
where		was	

25. *Y* is represented by *E*. In spelling by sound, *Y* is followed by a vowel, while *E* is usually followed by a consonant. In joining *Y* with *E* or *I*, use a small

loop; as, *ye*, *yell*. The loop should be large when joined to *A;* as, *ya*, *Yale*.

yet		yacht	
yellow		yoke	
year		yawn	

DIPHTHONGS AND VOWEL COMBINATIONS

26. (a) *Ow* or *ou*, is a union of Italian *a*, as heard in *father*, and *oo* as heard in *food*. The *a* is made first and the *oo* or *u* is finished above; as, *au*, *owl*.

(b) *Oi* is represented by *o* and *i;* as, *oi*, *toil*.

(c) Vowel unions, other than pure diphthongs, are usually represented by joining the vowels in their natural order; as, *oe*, *eo*, *oa*, *ao*, *Reo*.

(d) Two circle vowels are joined by making a large circle with a small circle inside; as, *ae*, *ai*, *ea*, *ei*, *ie*. It is not always necessary to be exact in making the small circle inside the larger one, as the large circle may be slightly indented, which indicates the presence of another circle vowel; as, *diary*, *piety*.

how

now

owl

towel

fowl

bow

cow

boy

boil

oil

spoil

toil

royal

toy

coil

soil

joy

join

Reo

Leo

oleo

lion

riot

idiot

doughy

Noah

Paola

gaiety

piety

payee

via

laity

deity

mediate

capias

diary

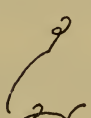
LESSON TEN

SIMPLE PHRASES

we will

we will be

we would not

we should be 

we may not

we may be

we may have

we can

we can be

we have it

we have no

he was

I was

it was

what was

what you

what you say

when you

week ago

with you

SALUTATIONS AND COMPLIMENTARY CLOSINGS

Dear Sir

Dear Madam

Dear Sirs

My dear Sir

Dear Miss

Yours truly

Yours very truly

Yours respectfully

Very truly yours

Respectfully yours

WRITING EXERCISE

Dear Sir: If we fail to get the

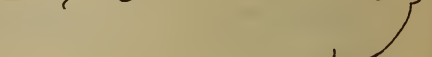
goods which you were to ship us

we may lose many sales. Will

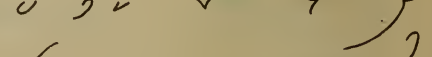
you not ship now, and oblige?

Yours truly,

Dear Sir: We would like to have

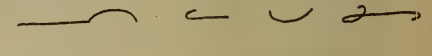
your 30-day note for what you 

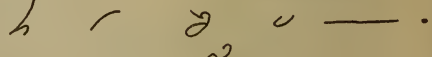
owe us. The note was to have

been here a week ago. 

Yours very truly,

Dear Madam: What can we do

for you in the way of wood and 

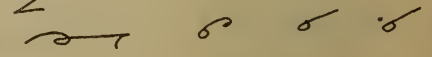
coal? We have it here and can 

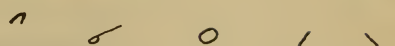
ship quick if it would suit you

to have it now.

Very truly yours,

My dear Sir: When you were

here you said you would write us 

if you were able to ship the 

goods. We would like to have

the watches within a week.

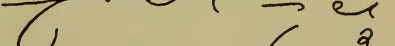
Yours respectfully,

Dear Sir: We hope you will be

able to pay what you owe us.

When you were here you said it

would be a week, but two weeks

have now gone by and we have 

not seen you at our office.

Respectfully yours,

Dear Sir: If you can now pay

your 60-day note, which was due

a week ago, we would like it.

We have to pay high prices for

our new coal and we hope you

will see to it now.

Yours truly,

LESSON ELEVEN

OMISSION OF VOWELS

27. Words having three or more consonant strokes usually do not require vocalization. The insertion of vowels often lends ease and grace to outline formation. Should it happen that a long word can be written as easily without the vowel, the writer should not hesitate to omit it. Even in short words, one medial vowel, especially if accented, is all that is necessary. Initial and final vowels are always written unless there is a reason for doing otherwise. The following special rules will help to determine what vowels to omit:

(a) Short *u* and *ow* are usually omitted before *m* and *n* in the body of words; as, *sum*, *town*.

(b) *B*, *d*, and *r*, when followed by long *e*, are not usually vocalized; as, *below*, *deceit*, *refine*.

(c) Omit the vowel in *em*, *im*, *en*, and *in*, when *m* or *n* is followed by a consonant; as, *enjoy*.

(d) Omit the vowel in *age* at the end of words: as, *dotage*, *package*, *breakage*.

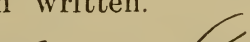
(e) *I* is usually omitted in *dis* and *mis*; as, *disease*, *misfit*, *misquote*.

(f) When two vowels come together, one may be omitted if not strongly sounded; as, *duel.*

(g) Omit *o* and *u* where speed is more desirable than their presence; as, *sorry*, *rush.*

(h) A circle vowel may be omitted from words of frequent recurrence between *p*, *b*, and a horizontal or upward character; as, *bad*, *pen.*

(i) Minor vowels, as in *per*, *pel*, *ber*, *bel*, *ker*, *kel*, *ger*, *gel*, *mer*, *ner*, etc., are seldom written.

(j) Note that the characters, *pr*,  *bl*, etc., are written without a sharp angle. A large hook represents *G*, when attached to *r* or *l;* as, *Gr*, *gl.*

GENERAL EXERCISE

some		fun	
summer		gun	
sun		ton town	
shun		done down	
run		announce	

below

beneath

beseech

deceit

regain

refine

revise

review

employ

imply

impress

enjoy

engrave

enroute

engine

invite

package

breakage

dispatch

disease

dismiss

dislike

misfit

mislay

misquote

idea

duel

theory

museum

got

copy

cause-because

sorry

stop

bought

borrow

profess		bad	
memory		paid	
rush		bill	
flush		built	
much		build	
book		per	
stupid		mercy	
repeat		merit	
pity		guilt	
pen		guilty	
open		spell	

28. This list of short words should be memorized without vowels.

came come		such	
check		take	
make		than then	
made		them	
shall		this	

LESSON TWELVE

CONTRACTIONS

29. The contractions shown in this lesson are composed of the first vowel and the first consonant of the word. They should be thoroughly memorized.

about		doubt	
acknowledge		ever-y	
affidavit		favor	
again-st		fill	
agent		full-y	
allow-ance		gave	
America-n		give-n	
appear-ance		jury	
balance		kind-ly	
behold body		let letter	
care		look	
could curious		mail	
did		most	

move		remain remit-tance	
name		that	
need any		thousand	
obtain		told	
point appoint-ment		took	
poor		usual wish	
power		very	

SPECIAL CONTRACTIONS

leave		they	
leaves		number	
moreover		brother	

30. The phrase *of the* may be indicated by writing the words, before and after the phrase, close together.

copy of the American		your favor of the 10th	
care of the bill		your letter of the 3d	

31. Omit the vowel in *to* where the following stroke does not join easily.

to be

to pay

to ship

to which

CONTRACTED PHRASES

esteemed favor

I am sorry

esteemed letter

we beg to

your esteemed favor

I beg to

your esteemed letter

that we are

your valued favor

that we will

day to day

that we would

day after day

that we may

week to week

bill of sale

week after week

bill of lading

ought to do

original bill of lading

ought to be

in such a way

ought to have

in a few days

is said to be

by and by

is said to have

more and more

we are sorry

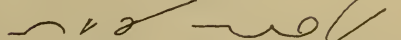
more or less

WRITING EXERCISE

Dear Sir: We wish that you

would rush the books, as we need

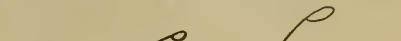
them. We will take care of the

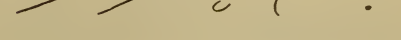
bill when you mail it to us. 

Very truly yours,

Dear Sir: Will you kindly ac-

knowledge our letter of about a

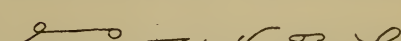
week ago? If you need an affida- 

vit we can give it to you. We are 

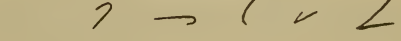
ready to go on with your case if

you wish to appear.

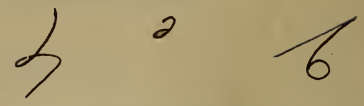
Yours very truly,

Dear Sir: You may have a free 

copy of the American if you will

fill out the blank which goes to 

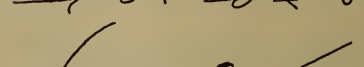
you by this mail. We doubt

very much if we will be able to 

give out more than a thousand

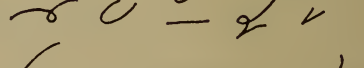
copies, as they are about all gone.
Respectfully yours,

Dear Sir: I am told that the body

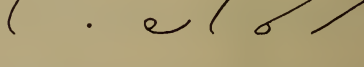
of boat number three will need 

some repairs, and I will have the

men go over it very soon. The

boat should be ready for you in 

about a week, but I will let you

know when the repairs are made. 
Very respectfully yours,

Dear Sir: Your letter of the 10th

is here and we will do as well as

we can for you in wheat, but the

price is so high that we fear we

shall not be able to buy now.
Very truly yours,

LESSON THIRTEEN

OMISSION OF CONSONANTS

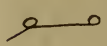
32. At the end of words it is seldom necessary to write *t* after *k* or *s*. This same rule applies to other cases where the sound of *t* is weak.

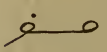
afflict		cost	
reflect		lost	
reject		test	
rest		protest	
last		insist	
best		resist	
just		desist	

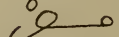
33. *R*, and sometimes *l*, may be indicated by turning the circle vowels to the left at the beginning and at the end of straight strokes.

earth		heard	
hurt		dear deal	
tell till		dare	
still		chair	

chart loader

cheer reader 

ledger rider 

grader  roller

34. *O* is turned on its side to indicate *r*.

soar port

sort report

assort bore

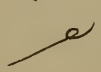
resort board

pour boarder

35. *N* and *s* are turned in the opposite direction, in a few words, to indicate *r*. Note the indication of *r* in the words *bird*, *burn*, and *park*. *U*, as in *burn*, has the same sound as *e* in *her*, and may be written with a small circle.

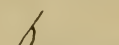
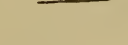
earn bird

earnest burn

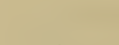
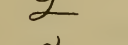
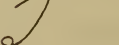
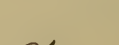
learn  near

park search

36. The circle, indicating the omission of *r*, is lengthened into a loop to add *s*.

tells		chairs	
deals		ledgers	
dares		readers	
nears		rulers	

37. In many words it is perfectly safe to omit *r* without any indication whatever.

turn		ordain	
term		cord	
firm		verse	
virtue		versus	
assert		reverse	
surface		war	
serve		warn	
survey		warm	
surprise		ward	
lard		warfare	
lord		worse	

38, *D* is omitted after *l* when it is not strongly sounded.

old hold held

gold field

sold cold

39. *Per*, *pre*, and *pro*, before *m*, may be contracted to *p*.

permit promise

promote premium

permeate premises

40. *D* is omitted between *a* and a following *j*, *m*, or *v*.

adjust admit

adjourn admire

adjoin advocate

41. *N* is sometimes omitted if not strongly sounded.

agency passenger

urgency messenger

42. In the words given below, *a* and *d* are both omitted, for the purpose of securing better phrase outlines.

advise		advance	
I advise		to advance	
we advise		do advance	
you advise		avoid	
to advise		to avoid	

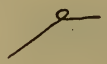
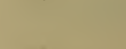
GENERAL EXERCISE

misplace		hotels	
fact		bold	
attest		yield	
past		birth	
church		arm	
share		harm	
tardy		farm	
third		ornate	
yard		court	
soldiers		emergency	

LESSON FOURTEEN

CONTRACTIONS

43. Contractions, formed from one vowel and two consonants.

accept		language	
settle		legal	
electric		little	
agree-ment		matter	
always		member	
capable		middle	
catalog		moderate	
collect		natural	
decide		necessary-ity	
discount		neglect	
familiar		operate opportunity	
figure		opinion	
first		particular	
knowledge		possible	

rapid

receive
receipt

regular

remember

represent

satisfy-actory

separate

several

similar

succeed
success

suggest-ion

total

CONTRACTED PHRASES

I hope

we hope

as soon as possible

as well as possibe

as far as possible

as fast as possible

it is possible

where are you

where will you

where do you

where did you

as a matter of fact

two or three

eight or ten

party of the first
part

party of the second
part

I would like

I would like to be

I would like to
have

I would like to see

I would like to say

we would like

WRITING EXERCISE

Dear Sir: I may receive the acceptance the last of the week, and the bank in your city will collect it for me when it comes due. I would suggest that you see the bank about this matter, as the term of discount is very short.

Respectfully yours,

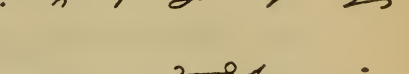
Dear Sir: One should always keep an agreement if possible, but you have not done so. Your neglect has put us back, and you may have to pay the costs of a suit if the firm sees fit to take legal steps. Should you decide to pay it by the middle of the week, it may not be

too late. The deal is not satisfac-

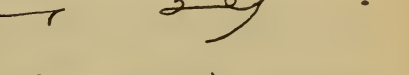
tory and you should settle soon.

Very truly yours,

Dear Sir: We would like to have

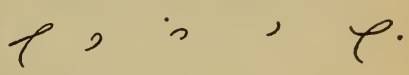


a regular member of the firm to



represent us, who is capable and

who is familiar with these electric

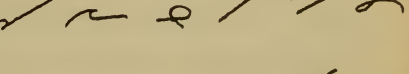


lights. Use catalog, No. 28. You

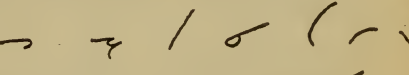
will note that the lights are simi-

lar to those which were put in the

El Paso Hotel, but to the best of

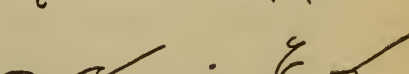


my knowledge and opinion, they

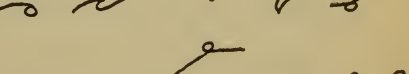


will cost a little more. We wish

to receive your bill as soon as pos-



sible so that we may be able to



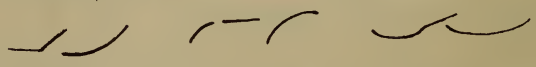
remit check the first of the week.

Yours very truly,

LESSON FIFTEEN

SYLLABIC STROKES

44. Besides the strokes representing the elementary sounds, others are given for the more frequently recurring syllables. Two strokes, under certain restrictions, may be blended into a single stroke, as:



Wherever a syllabic stroke can be used, the writing is made shorter and the result is more speed. While a short vowel is usually pronounced, it sometimes happens that there is an advantage in using one of these syllabic strokes, even though a long vowel intervenes, as:

man *date* *time* *real*

Second *n* represents *ten* and *den*. This in no way conflicts with the limited alphabetic use of second *n*.

Note carefully the relative lengths of strokes.

PENMANSHIP EXERCISE

t — d — ted det ded — r / l / rel /

n / nt nd / tem dem / ten den tent dent /

ter der ther / tel del / m ⌒ man ⌒
min mun

u ns def dev k ker

kel ken kens

GENERAL EXERCISE

ted det ded

audit

duty

today

rel

twirl

hurl

rely

realize

nt nd

end

send-t

find

bind

land

lend

rent

hunt

tem dem

autumn

freedom

timid

demand

ten den tent dent

written

sweeten

retain

denote

dense

distinct

stand

student

tendency

tangent

attendance

ter der **ther**

trick

tree three

treat

mother

author

other

rather

either

father

writer

true

strike

strife

stream

district.

restrict

destroy

tel del

idle

riddle

battle

delay

delight

man min mun mon

money

month

manner

mandate

NOTE: First S, in the form of a large hook, is usually preferred before TR in the middle of outlines.

human

woman

minute

minimum

stamina

def dev

defeat

devise

defy

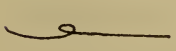
divide

devote

ker

curtain

crime

credit 

rocker

locker

liquor

screen

acre

scrap

scratch

kel

climb

clique

local

close

clean

clew

ken

reckon

broken

kens

reckons

tokens

beckons

SPECIAL WORDS

date dead debt		attorney	
real		address	
hand		damage	
want hundred		time	
gentlemen		tomorrow	
went		deliver-ance	
amount		man	
permanent		chairman	
prominent		differ-ence-ent	
between		develop-ment	
attend		definite	
attention		difficult	
danger		car accord	
distinguish		accordance	
instantaneous		equal	
their there		course	
trust		cannot	

LESSON SIXTEEN

CONTRACTIONS WITHOUT VOWELS

answer

ask

became become

begun

benefit

better

bring

business

cause because

cover

desire

effect

else list

follow

form from

fortune-nate

freight

future

frequent

glad

govern-ment

important-ance

improve-ment

inclose-sure

invoice

machine

manufacture

market Mr.

morning

must

never

next instant

part

person

plaintiff please

pleasure

public

purchase

recent-ly

refer-ence

regard

reply

respond-nse

return

says system

society

speak spoke

state

street

work

PHRASING WITH SYLLABIC STROKES

at that

to do

it would

in the-it

in its

in this

in these

in those

in that

on the-it

on its

on this

on that

on those

in due time

in due course

in a day or two

it may

to me-my

to make

tomorrow morning

I do not

you do not

we do not

it will

it will be

CONTRACTED PHRASES

enclosed herewith

enclosed please find

please find enclosed

in the near future

present time

at the present time

will be pleased

shall be pleased

would be pleased

should be pleased

sometime ago

sometime to come

early return

early mail

early attention

early day

early date

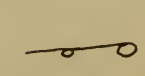
early reply

early response

early order

early time

at an early time

at an early day 

at an early date

WRITING EXERCISE

Gentlemen: We enclose here-

with invoice and copy of bill of

lading to cover cost of goods sent

you recently by fast freight. It

will be hard to give you a definite

idea of the future price of apples

as the market is not steady. Pur-

chases have begun to weaken

and the returns may be no better

than shown by our last report.

Yours truly, (64)

Gentlemen: In answer to your

letter of the 16th instant, we will

state that we are glad to send you

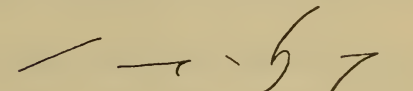
our list which goes into effect

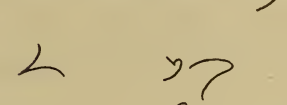
this morning. On page three you

will find a design of the machine

that we use in the manufacture

of shades We are sure that you

will desire the benefit to be had 

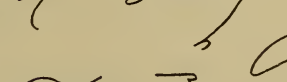
from the use of the important 

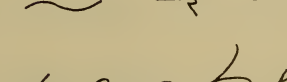
improvement we have made.
Truly yours, (71)

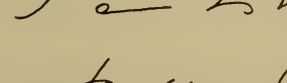
Gentlemen: Sometime ago we

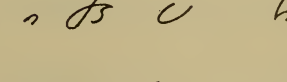
wrote you as to what kind of a

reply we would like to have you

make to the plaintiff, but have 

not heard from you. We regard 

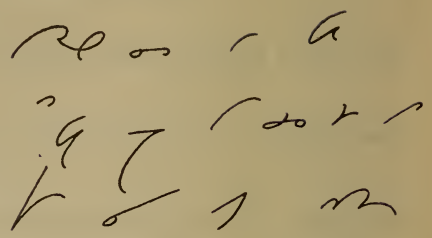
your chances good, but you 

should respond to our wishes at 

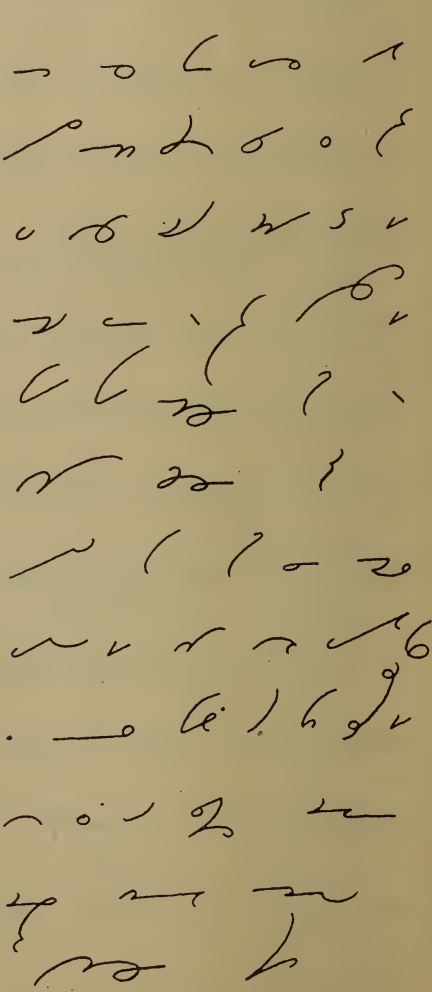
once. It will be a pleasure to the

writer to go over the main facts

in this case with you in person if you purpose to be in the city soon.
Respectfully yours, (73)



Gentlemen: I will refer once more to that part of my recent letter to your firm where I speak of Main Street sewer system. It is not what the public demands. Please bring this matter up the next time we meet, as society will not put up with this kind of work. One must always pay a dear price for poor service. May I not hear from you as to what steps you desire to take in this matter?
Very respectfully yours, (82)



LESSON SEVENTEEN

PREFIXES

45. Many of our common words begin with syllables taken from foreign tongues, which if written in full would require too much time in writing. For this reason special syllabic signs have been provided, some being joined, while others are disjoined.

When *fore* or *sub* is followed by a vowel, the prefix is disjoined, *sub* being represented by first *s;* as, *forehead*, *subagent.*

The stroke *n* is used with *un* when followed by a circle vowel; as, *unable.*

JOINED PREFIXES

can com con coun		concern	
canal		confess	
candy		constant	
committee		consume	
compass		condemn	
compel		country	

ex		**sub**	
except		substance	
expect		subside	
export		subdue	
expert		submit	
exact		subagent	
exceed		subhead	
examine		**ul un**	
excuse		ultimo (ult.)	
extend-t		ultimatum	
expend		until	
for fore fur		unmate	
forfeit		unfit	
foresee		unsatisfactory	
foresight		unkind	
furnish		unable	
forehead		unapt	
forearm		uneasy	

46. *A* is represented before *h* or *w* by a dot placed before the remaining portion of the word; as, *away*.

47. The disjoined prefixes are written above the line, and above the remaining part of the word; as, *selfish*.

DISJOINED PREFIXES

a	.	**counter**	
ahead		countersign	
awake		counteract	
awoke		countermarch	
awhile		countermand	
aware		**enter inter intro intel**	
anta ante anti		entertain	
antagonize		enterprise	
antecedent		interview	
antedate		interest	
anticipate		intervene	
antidote		interrupt	
antique		intelligent	
antiquity		intellect	

magna-e-i mac

magnify

magnetism

magnet

mackintosh

McVey

mackerel

para post

paradise

parallel

postage

postman

postpone

center centra

central

centertable

circu circum self

circular

circumstance

selfish

self-esteem

self-conscious

trans

transit

transact

transport

48. Prefixes may be compounded. Usually the terminations are omitted where compound prefixes are used.

inexperienced

unforeseen

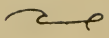
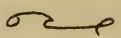
unfurnished

unconstrained

uninterrupted

unselfish

POSITIVE AND NEGATIVE WORDS

equal		modest	
unequal		immodest	
known		happy	
unknown		unhappy	
enable		moral	
unable		immoral	

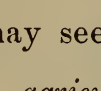
SPECIAL WORDS

already		conclude-sion	
altogether		confidence	
alderman		consider-ation	
accompany		excel-lence-lent	
account		exercise	
commence		experience	
common		effort	
comfort		force	
company		subject	
communicate		subsequent	

LESSON EIGHTEEN

49. It often happens that the shorthand writer has occasion to make certain contractions of his own. In doing this, care should be used in forming them so that they might not clash with other words. Words having the same outlines, and not of the same parts of speech, usually do not clash, but the greater the difference in outline formation, the less hesitation there will be in reading the notes.

50. Some words are contracted by writing the accented part; as, *original*, *synonymous.*

51. A word may be written in the ordinary way as far as it may seem necessary, omitting the final part; as,  *agriculture*, *casual*, *discrepancy.*

MISCELLANEOUS CONTRACTIONS

absolute-ly		arrange-ment	
accident-al		arrive-val	
acquaint-ance		assemble-bly	
among		benevolent-ce	
appeal		capital	

certificate

citizen

co-operate

corporation

correspond-ence-ent

deposit

educate-tion

establish-ment

extravagance-t

facilitate

finance-cial

guarantee

hesitate

immediate-ly

indorse-ment

investigate

jurisdiction

material

occupy

opposite

ordinary

pleasant

policy

practice

prepare

presence-ent

privilege

proceed-ure

product

request

requisite

sample

schedule

serious

simple

unusual

52. Phrases beginning with *above*, *over*, and *under*.

above the

above your

above his

over the

over his

under the

under your

under date of

under the circumstances

under separate cover

I understand

you understand

we understand

I understood

you understood

we understood

I misunderstand

we misunderstand

I misunderstood

we misunderstood

CONTRACTED PHRASES

early convenience

earliest convenience

earliest date possible

earliest possible date

earliest possible time

earliest time possible

board of education

board of directors

board of trade

at a loss

in order to have

some time or other

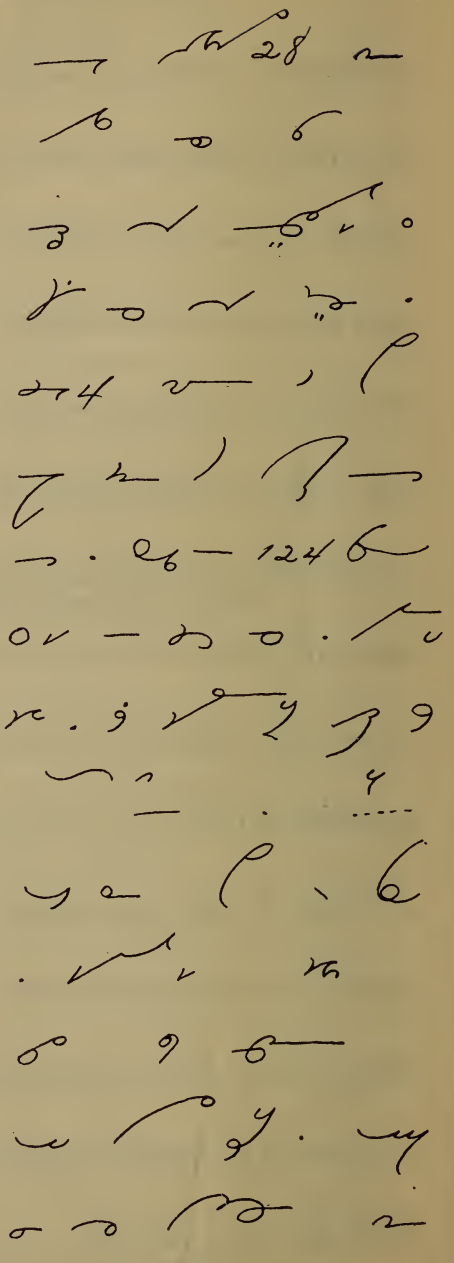
WRITING EXERCISE

Gentlemen: We have a sample of Lakeside Bond which you request us to use and we will proceed with the work immediately. We will need about ten reams of this material which should be enough of the product at this time.
Yours very truly, (44)

Dear Sir: We do not hesitate to indorse your suggestion as to the jurisdiction in this case. It is your privilege to have an attorney advise you and help arrange the difficult parts. The certificate is a guarantee of absolute freedom in the use of the schedule.
Very truly yours, (50)

Dear Sir: In answer to your letter of the 28th ultimo will say that I went to see Mr. Daniels. I find that Mr. Smith, a citizen of the Fourth Ward, is about to bring suit for damages, due to a serious accident at 124 Parker Avenue. It seems that a lot of snow and ice slid off the roof as he came under it, and he was considerably hurt about the back and shoulders. As soon as you arrive I wish that you would call at my office and co-operate with me in this matter.

Yours truly, (100)



Dear Mr. Thomas: My acquaint-

ance with the corporation of

which you write is such that I

believe we can establish a policy

which we can put into practice,

and one that will have a tendency

to educate those who have just

bought shares. We cannot be ex-

travagant in the procedure of our

work, and the requisite capital

will be difficult to obtain if we do

not establish a system by which

we can facilitate matters with dis-

patch. I shall try to arrange it so

that I can see you soon.

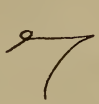
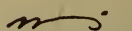
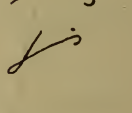
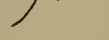
Very truly yours, (93)

LESSON NINETEEN

53. A suffix is a syllable used at the end of a word to modify its meaning. The suffix sign is contracted.

54. *Hood* may be disjoined after a vowel: *boyhood*.

JOINED SUFFIXES

able ible		awful	
readable		watchful	
credible		**hood**	
audible		girlhood	
salable		boyhood	
payable		womanhood	
double		manhood	
feeble		childhood	
trouble		**ly**	
terrible		early	
fer fore ful		gently	
confer		sweetly	
hopeful		lately	

ally illy

literally

totally

family

heartily

prettily

ment

payment

amusement

defacement

investment

achievement

quire

inquire

require

acquire

self

myself

yourself

itself

selves

yourselves

themselves

ourselves

sion tion cial tial

fashion

addition

condition

social

permission

promotion

special

passion

ure

sure

assure

insure

furniture

measure

injure

feature

indenture

treasure

ward

inward

forward

afterwards

toward

reward

pose

depose

dispose

suppose

oppose

repose

compose

expose

position

deposition

disposition

supposition

opposition

composition

exposition

pute

repute

compute

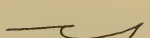
depute

putation

computation

reputation

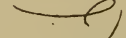
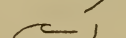
deputation

sult		inscription	
consult		description	
result		**titude titute**	
consultation		aptitude	
scribe		attitude	
inscribe		substitute	
describe		**cient tient**	
scription		patient	

55. *Er*, represented by *r*, is disjoined after contracted words; as, *shipper*.

56. In compound words, *thing* is represented by a dot.

DISJOINED SUFFIXES

er		classification	
shipper		notification	
thinker		**graph**	
fication		stenograph	
ratification		photograph	
specification		telegraph	
certification		lithograph	

ical icle ticle

medical

radical

classical

critical

musical

ing thing

making

doing

sending

writing

reading

nothing

something

anything

ive tive

active

negative

mental-ity

instrumental

sentimental-ity

a-ology

physiology

theology

ed ted ded

rated

delayed

demanded

tic ntic

authentic

sarcastic

critic

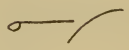
ulate

speculate

stimulate

insulate

57. Disjoin the stroke before *ty*, *ity*, *ety*, *erty* and *lty*.

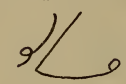
vicinity		identity	
majority		quantity	
minority		quality	
charity		plurality	
capacity		penalty	
calamity		cruelty	
locality		liberty	
ability		liability	

58. A dot is used for *ing* or *ong* in short words. Place the dot at the side for *ing*, and at the end for *ong*.

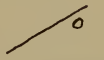
ring		wrong	
sing		song	
king		long length	

59. Prefixes and suffixes may be compounded. Disjoined strokes may be joined when compounded; as, *self-interested*, *speculator*, *stipulation*.

Word-signs may be used as prefixes, suffixes, or word endings; as, *shorthand*, *fellowship*, *fall*.

actionable		speculative	
thoughtfully		interested	
doubly		stenographic	
geologically		shipment	
physiologically		friendship	
politically		shorthand	
populated		alter	
stipulation		call	

60. When *ing* occurs in the body of a word it is indicated by beginning the part after *ing* at the place where the dot for *ing* is naturally written.

things		kingdom	
brings		Covington	
willingly		linger longer	

SPECIAL WORDS

question		presentation	
obligation		requisition	
objection		valuation	
qualification		capitalization	

LESSON TWENTY

COMPOUND WORDS

afternoon

anybody

anyhow

anyway

anywhere

almost

also

although

before

behindhand

elsewhere

everywhere

headquarters

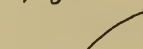
hereafter

heretofore

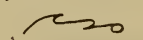
herewith

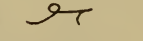
however

meanwhile

meantime 

nevertheless

noteworthy 

notwithstanding 

otherwise

outstanding

railroad

railway

sometime

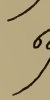
somewhere

therefore

throughout

trustworthy

upon

whenever		whereupon	
whensoever		wherever	
whatever		wholesale	
whatsoever		withdraw	
whereat		withheld	
whereby		withhold	
wheresoever		without	

61. The dot for *ing* may be omitted and the following word placed in the position of the dot.

doing the		having the	
doing it		having their	
doing your		having your	
doing their		mailing your	
giving you		thanking you	
knowing their		asking you	

CONTRACTED PHRASES

few days ago		call your attention to the fact	
for a few days		it may be possible	

to be sure

I am sure

we are sure

this morning

yesterday morning

this month

next month

on account

statement of account

your account

glad to see

glad to say

glad to have

glad to be

try to have

try to be

here and there

question of time

more than

better than

longer than

sooner than

on the other hand

great many

great deal

has been received

we acknowledge receipt

in answer to your

I take pleasure

we take pleasure

we have on hand

for the time being

First National Bank

your order

to be had

long past due

in receipt of

in reply to

in respect to

in regard to

in reply to your favor

we are in receipt of your

vice versa

state whether or not

being duly sworn and examined

on the part of the plaintiff

testified as follows

state your name

what is your name

where do you live

where do you reside

how long

how do you

how many

circuit court

supreme court

objected to

objection sustained

objection overruled

direct examination

cross examination

irrelevant, immaterial and incompetent

passenger agent

freight agent

ticket agent

express agent

vice president

parcel post

by return mail

general manager

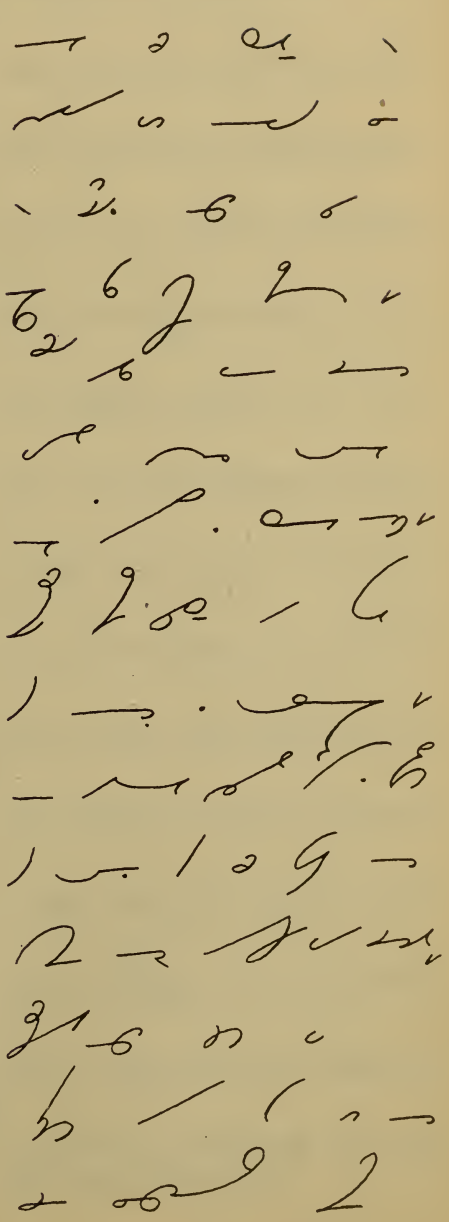
price list

bank draft

WRITING EXERCISE

Dear Sir: We accepted the enrollment of your daughter with the understanding that you were to pay promptly in advance each month. If we do not receive what is due on these monthly accounts, it is really a hardship to us. We have not even arranged our books for doing a credit business. It requires needless time and expense for accounting which we prefer to devote to the welfare of our students. We feel sure that your sense of justness will prompt you to settle without delay.

Yours very truly, (90)



Dear Sir: On page 25 of the cat-
alog we sent you a day or two ago
you will find a cut showing a de-
sign of the art glass you wish to
use in the Wellington Street dwell-
ing. Our estimate includes the
finished product which we can
produce for you by the middle of
the week. We can furnish a su-
perintendent at that time so that
you may be able to expedite mat-
ters to better advantage. May I
hear from you in regard to the
services of an extra man to look
after the detail work, and oblige
Very truly yours, (90)

Dear Sir: If you have not placed

an order for your winter's coal,

may we not figure with you? We

are expecting to unload several

cars next week and we can make

an attractive offer if you will allow

us to deliver it to you directly

from the cars. In this shipment

there is a car of Mill Creek coal

that is of superior quality. It

is hard in structure, easy to

ignite and it is clean. There are

only about fifty pounds of ashes

to the ton, and we are sure that

it will please you.

Yours truly, (100)

SUPPLEMENTARY EXERCISES

62. When a circle vowel comes between two reverse curves, it is placed inside the second.

meek whip wagon

63. To distinguish between contracted words and those which are not, *s* may be turned irregularly.

letters remains names
let us remit us name us

64. The voiced sounds, *th*, *nd*, *dr*, or *z*, may be indicated by a short tick written through the stroke.

lathe send drain

65. It is sometimes desirable, in order to retain the distinctive form of a word, to disjoin.

kindest shortest atonement

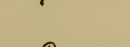
66. When the phrases *do not*, *had not*, etc., are contracted to single words, the contraction is represented by adding *nt*. In other places the apostrophe is used very much as in longhand.

didn't haven't it's

NUMERAL EXPRESSIONS

one two six

ten 400 $25.40

$800		5,000		$7,000	
$2,000,000		50c		50%	
$25		40 barrels		32 degrees	

DAYS OF THE WEEK

Sunday		Tuesday		Thursday	
Monday		Wednesday		Friday	
				Saturday	

MONTHS OF THE YEAR

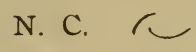
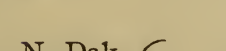
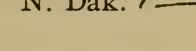
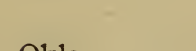
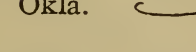
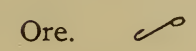
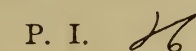
January		May		September	
February		June		October	
March		July		November	
April		August		December	

POINTS OF THE COMPASS

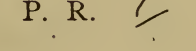
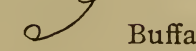
north		southwest		northeastern	
east		northwest		southeastern	
south		northern		southwestern	
west		eastern		northwestern	
northeast		southern		northeast quarter	
southeast		western		southwest quarter	

STATES AND TERRITORIES

Alabama	Ala.	Kansas	Kans.
Alaska	Alaska	Kentucky	Ky.
Arizona	Ariz.	Louisiana	La.
Arkansas	Ark.	Maine	Maine
California	Cal.	Maryland	Md.
Colorado	Colo.	Massachusetts	Mass.
Connecticut	Conn.	Michigan	Mich.
Delaware	Del.	Minnesota	Minn.
District of Columbia	D. C.	Mississippi	Miss.
Florida	Fla.	Missouri	Mo.
Georgia	Ga.	Montana	Mont.
Guam	Guam	Nebraska	Nebr.
Hawaii	Hawaii	Nevada	Nev.
Idaho	Idaho	New Hampshire	N. H.
Illinois	Ill.	New Jersey	N. J.
Indiana	Ind.	New Mexico	N. Mex.
Iowa	Iowa	New York	N. Y.

North Carolina	N. C.		South Dakota	S. Dak.	
North Dakota	N. Dak.		Tennessee	Tenn.	
Ohio	Ohio		Texas	Tex.	
Oklahoma	Okla.		Utah	Utah	
Oregon	Ore.		Vermont	Vt.	
Pennsylvania	Pa.		Virginia	Va.	
Philippine Islands	P. I.		Washington	Wash.	
Porto Rico	P. R.		West Virginia	W. Va.	
Rhode Island	R. I.		Wisconsin	Wis.	
South Carolina	S. C.		Wyoming	Wyo.	

LARGE CITIES

Akron		Boston		Chicago	
Albany		Bridgeport		Cincinnati	
Atlanta		Buffalo		Cleveland	
Baltimore		Cambridge		Columbus	
Birmingham		Camden		Dallas	

Dayton
Detroit
Denver
Des Moines
Duluth
Fall River
Grand Rapids
Hartford
Houston
Indianapolis
Jersey City
Kansas City
Lawrence
Los Angeles
Louisville
Lowell
Memphis
Milwaukee

Minneapolis
Nashville
Newark
New Bedford
New Haven
New Orleans
New York
Oakland
Omaha
Paterson
Peoria
Philadelphia
Pittsburg
Portland
Providence
Reading
Richmond
Rochester

Salt Lake City
San Antonio
San Francisco
Savannah
Schenectady
Scranton
Seattle
Spokane
Springfield
St. Louis
St. Paul
Syracuse
Tacoma
Toledo
Trenton
Washington
Worcestor
Youngstown

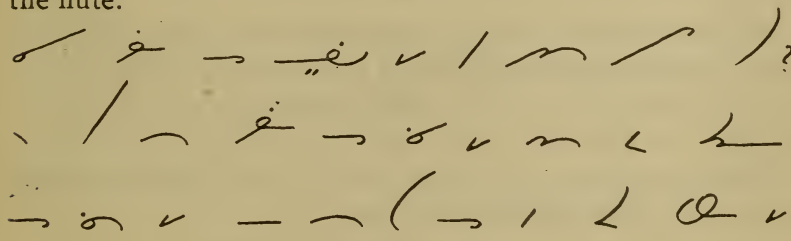
SUPPLEMENTARY READING AND WRITING EXERCISES

LESSON TWO

Kate will go at a late hour. Mary may write the tale. The defendant will read it. Myra ate a late meal. I may go after the key.

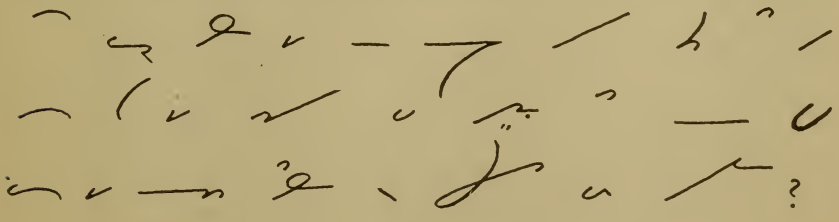
LESSON FOUR

She will be here for a day. Will you be more prompt? She will put the food here. Will you go to the mill and shut the gate? It may be well for her to write. You may have to change the rule. Will you go and fetch the team? Jim should be here to get the flute.



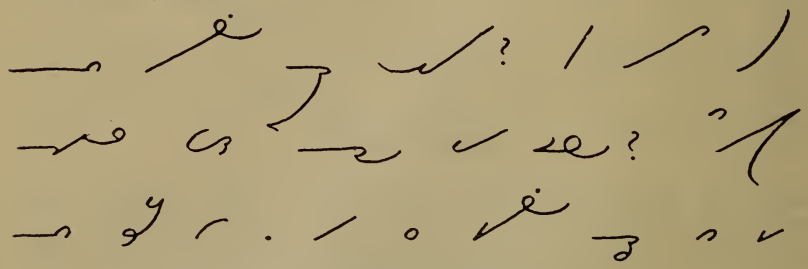
LESSON SIX

Kate put it above the door. He may go if I write to him. You may have to charge him for it. Jack may object to the joke. May I go to your room for the muff? I think the robe will be all right.



LESSON EIGHT

John may be able to see you in an hour. Dick should not shoot the dove. I think you may be late for the game. Sadie and Mary may visit in the city. The muff is ready but she has not seen it. Will you write a new note for these horses? I should like to get the box of goods.



LESSON TEN

Dear Sir:

We would like to get the goods which you were to ship us. If you do not ship now, will you be able to do so in a few days?

Yours truly,

Dear Sir:

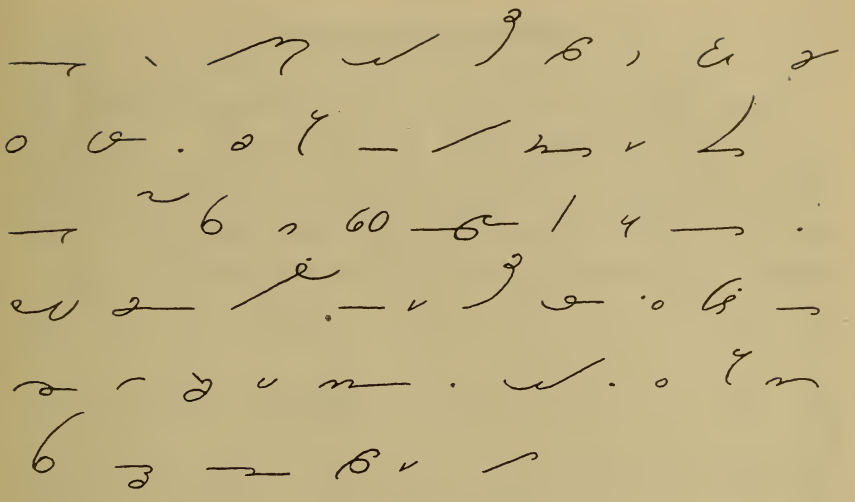
The prices of wood and coal are now quite high, and we will use less of it, so do not ship more now.

Very truly yours,

Dear Sir:

If you will not be able to pay us what you owe in a few days, will you not write us and say when you can do so?

Yours very truly,

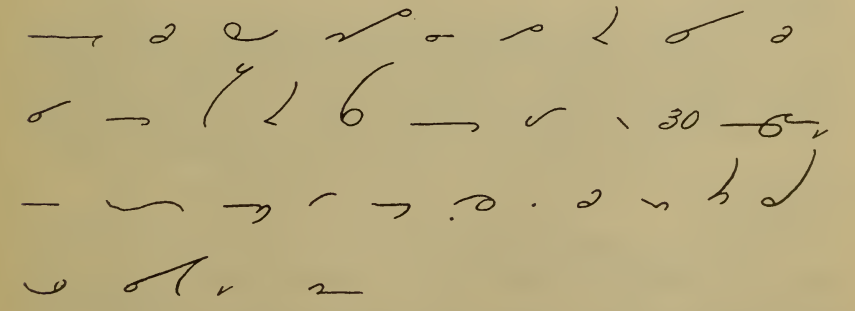


LESSON TWELVE

Dear Sir:

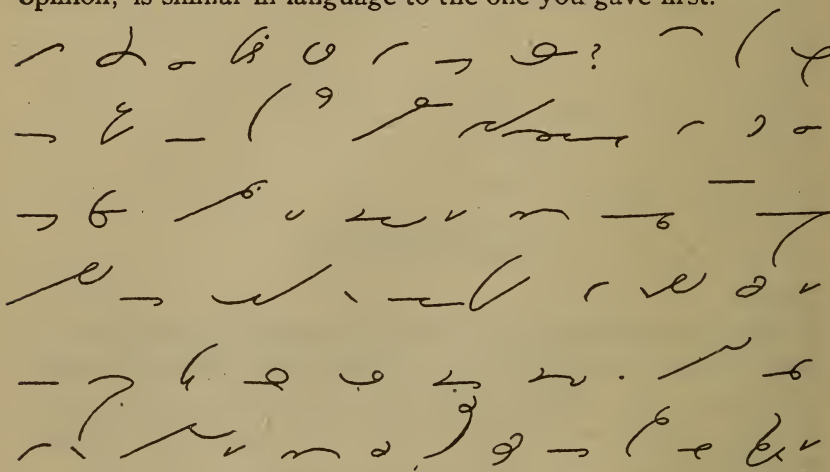
Your favor of the 25th is here and we will do as well as we can for you in the way of appointments that should be made within the week. We have been told they will take what they can get, and that we may announce it to the body that is to make the appearance.

Yours very truly,



LESSON FOURTEEN

He may receive the acceptance by the middle of the week. If he does, he will discount the bill for electric goods. Should he neglect the matter, a member of the firm will represent us. It is not always necessary to suggest the terms. We will remember to have him settle in a satisfactory way This agreement, in my opinion, is similar in language to the one you gave first.



LESSON SIXTEEN

Gentlemen·

In answer to your letter of the 16th instant we wish to state that we paid the freight on the invoice of winter apples. It went to you in car No. 15236 and you should have it by this time. If you do not receive it by tomorrow, wire us and we will trace it for you.

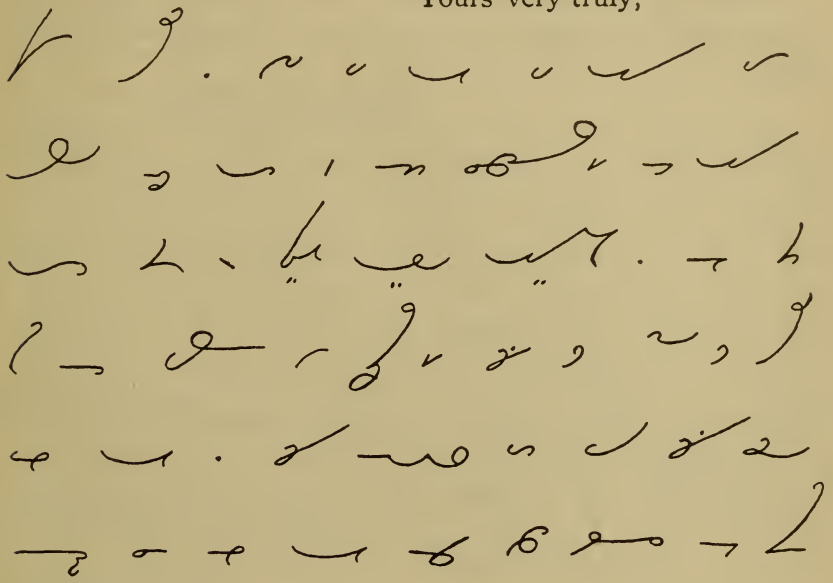
Very truly yours,

Gentlemen:

I had a talk with Mr. Williams about his recent visit to your city, and he seems to think that he would be glad to do public work of the kind you state. He spoke of his desire to do as much as possible for the business, and he says there will be an im-

portant improvement in the manufacture of the next set of covers. A part of our recent purchase was not up to what it should have been.

Yours very truly,



LESSON EIGHTEEN

Dear Sir:

We have arranged to guarantee the grade of coal as you suggest, and you will receive car number 5178 in a day or two. The Charles Valley coal always satisfies, and it has made us more friends than all the other grades we have ever sold. It burns clean without clinkers and can be held over night.

We wish to thank you for your past favors, and we shall be glad to serve you at all times in the future.

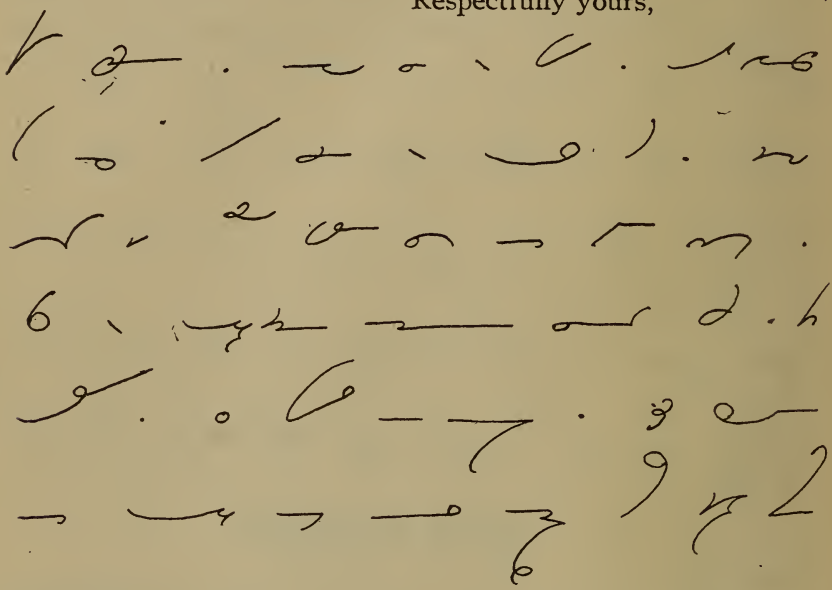
Very truly yours,

Gentlemen:

All coal mines were shut down last week on account of a difference of opinion between the coal operators and the miners.

For this reason coal went up in price. We are not able to quote you a schedule of prices at this time. The issues which exist between them ought to end soon so that it will be possible to arrive at definite prices in the near future. We do not anticipate very much trouble and hope to be able to quote you satisfactory prices soon.

Respectfully yours,



LESSON TWENTY

Dear Sir:

Your letter of the 3d has just reached us, and we want to say frankly that we owe you an apology.

Apparently our shipping room made the mistake in packing the goods, as we had your order correctly entered on our books. We have directed our shipping clerk to assemble a new shipment at once, and give your order special attention to see that it is right in every detail. Kindly return the incorrect shipment to us at our expense.

We shall do everything in our power to see that such a mistake does not happen again.

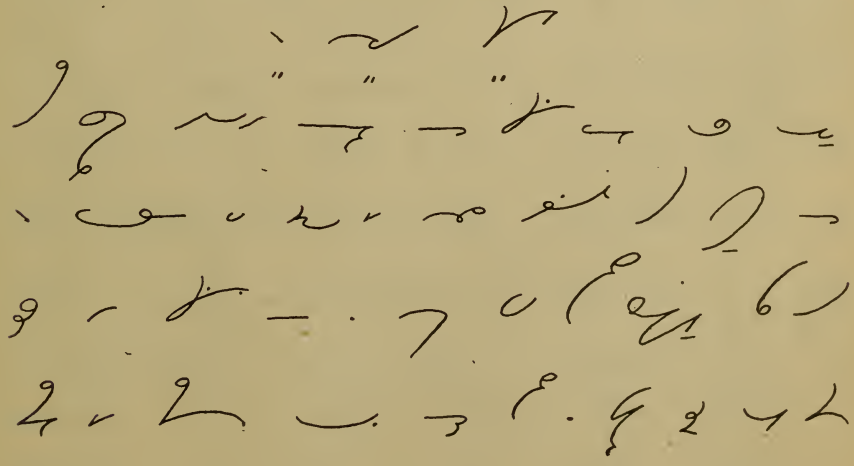
From System Magazine Yours very truly,

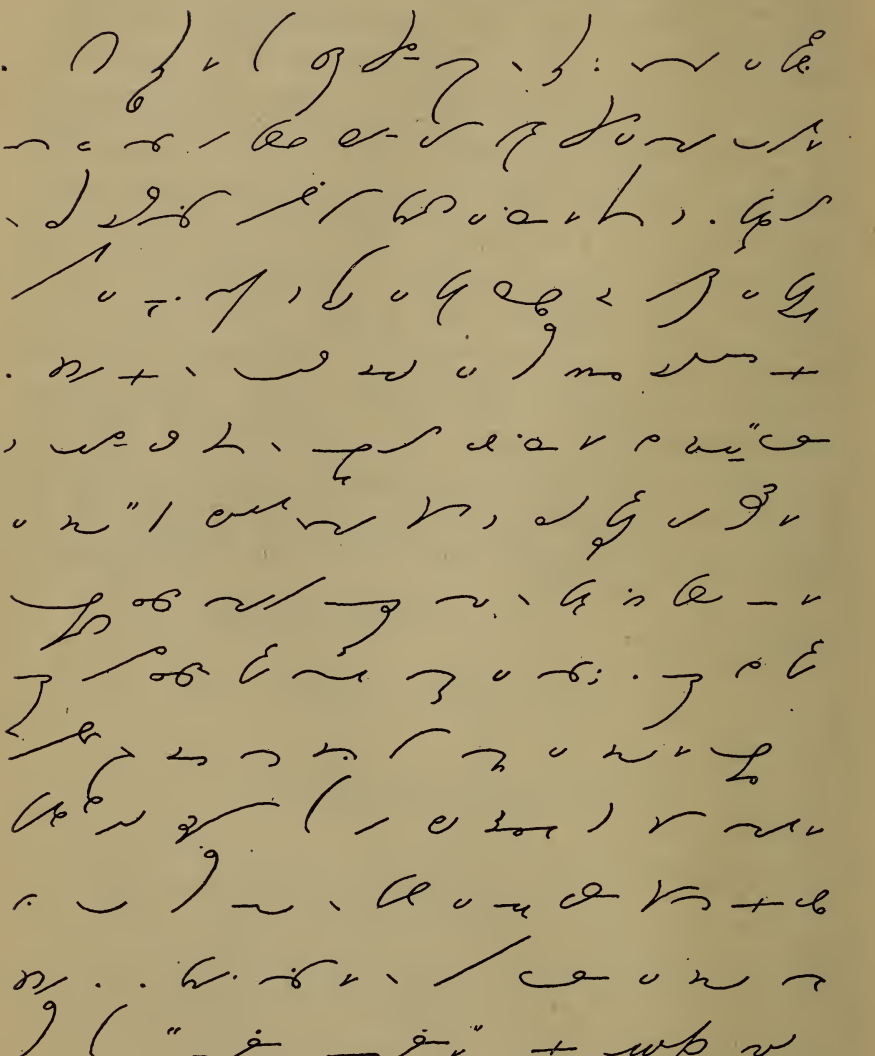
Dear Sir:

I take the liberty of addressing you at the instance of General Wolsey who spoke to me of the matter of your communication to him and was kind enough to say that he would write you in my behalf. My acquaintance with him has been in the nature of a social rather than a business one, and I fancy that he can only recommend me on general grounds. I will say therefore, that I have had some experience with accounts, but not very much practice in them for nearly three years. Nevertheless, unless the work you wish done is of an intricate nature, I think I shall be able to accomplish it with such posting at the outset as most strangers would require. General Wolsey told me that you wanted someone as soon as possible. I have nothing to prevent me from starting at once if you desire to have me. A telegram addressed to me at the office of the Trust Company will reach me promptly.

Respectfully yours,

From David Harum





VOCABULARY

The forms of three words have been slightly modified in this edition of the manual.

New Edition		Old Edition
/	should	
	shall	/
\	the thank	–

absent-nce		among		assemble-bly	
absolute absorb		annual		assistance	
accident		another		associate-tion	
accommodate		any		astonish-ment	
acquaint-ance		appeal		attempt	
address		application		auto	
adopt		appreciate		automobile	
advantage		argue		bank	
advertise-ment		aristocrat		bankrupt	
afraid		arrange-ment		beauty	
agriculture		arrive		beautiful	
although		article		began	
altogether		as		begin	

behalf

belief-ve

belong

beside busy

best

beware

beyond

big

born

burn

buy by

calculate

call

capital

capture

card

carry

Catholic

century

certain

certificate

cessation

challenge

chapter

character

child

children

citizen

claim

client

collateral

collection

c. o. d.

combination

command

commerce

commercial

commission

committee

computation

confer-ence

connection

conspicuous

contain

contention

contract

contradict

contrary

control

convenient

co-operation

cordially

corporation

correct

corre-spond-ent

corroborate

council

credit

crime

criminal

crowd director educate-tion

cultivation disappoint effect

curious discount elaborate

custom-ary discover electricity

customer discrepancy endanger

dark discriminate endeavor

deceased discuss engage-ment

declare disproportion engine

decline distribute English

demonstrate doctor enormous

depart-ment doctrine enough

deposit document entire

derive does entitle

designate dollar entrance

detention don't erroneous

determination duly establish

detract duplicate estate

dictate duration estimate

dignity during et cetera (etc.)

direction earliest European

evidence

evident

exorbitant

extend

external

extraordinary

extreme

facilitate

fall

familiar

family

fault

feature

finally

financial

finish

flour

foreign

forget

forgive

forthwith

fraternal

f. o. b.

fulfill

further

game

God

greatest

guarantee

headquarters

hereafter

herself

hotel

household

husband

ice

ignorant-ce

illustrate

immediate-ly

impossible

include

independ-ent-ence

indicate

indiscrimi-nate

individual

indorse-ment

influence

information

injury

innocence

instrument

insure-ance

intend

intention

internal

into

invoice

inward

irrelevant

irreverent

its
itself
joint
journal
judicial
judiciary
jurisdiction
jurisprudence
justify
large
legislature
legitimate
likewise
luxury
magazine
many
mark
material
mayor
meant
memoranda
memorandum
merchandise
Messrs.
miscellaneous
misfortune
miss
Mrs.
mortgage
motion
nation
navigable
negative
negotiable
neither
newspaper
nominate
nonresidence
nonsense
normal
nowhere
occupy
o'clock
once
only
opposite
order
ordinary
organize
party
peculiar
people
per cent.
percentage
perfect
perhaps
period
philanthropy
pleasant
policy

popular

postal card

post card

practice

praiseworthy

predecessor

prefer

prejudice

preliminary

prepare

present-ence

president

pretention

principal

privilege

probably

proceed

produce

product

progress

proof prove

poper

property

prosecute

prospect

public

publication

publish

punctual

purchase

purpose

really

reason

recollect

recommend

record

recover

relative

remark

respect-ful-ly

response

retain

retention

sample

saw

school

seclude-sion

secretary

section

secure

selection

senate

serious

service

session

settle

signify

simple

sincere

sincerity

single
singular
sister
situate
situation
six
small
socialism
sold
soldiers
solicit
someone
something
sometime
soon
sound
special
spend-t
spirit
spring

stamp
standard
station
steady
steamer
steamship
stockholder
stood
strength
strong
struck
struggle
student
study
subordinate
sudden
sufficient
summon
superior
supply

suspect
suspicion
sustain
symphathetic
synonymous
tax
technical
telephone
temperance
term
terminal
territory
testify
testimony
text
therefore
those
though
throughout
throw

thus
timidity
tire
title
today
together
tonight
trade
transfer
travel
truly
trustee
truth
tuition
turn
typewriter
unaltered
unanimous
understand
understood
undertake
undertook
unessential
unfortunate
United States
universe
unless
unusual
uphold
urge
vacation
valuation
various
verdict
volume
water
weather
whereas
whereat
whole
whose
why
wind
winter
wisdom
within
witness
woman
women
wonder
wonderful
word
world
worth
Yankee
yes
yes, sir
yesterday
young
youth

LIBRARY OF CONGRESS
0 029 826 178 9